

**KING COUNTY DISTRICT COURT**  
**DIRECTOR OF PROBATION SERVICES**

**Job Announcement No.:**

**OPEN: August 7, 2006    CLOSE: September 29, 2006**

***WHO MAY APPLY:***

This position is open to all qualified applicants.

***WHERE TO APPLY:***

Required forms and materials **must** be sent to: Karen Tall, Director of Human Resources, King County District Court, Office of Presiding Judge, 516 Third Avenue, Room W-1034, Seattle, WA 98104. You can fax your application materials to (206) 296-0596. You can also e-mail your application materials to [karen.tall@metrokc.gov](mailto:karen.tall@metrokc.gov). We are not responsible for incomplete fax or e-mail transmissions. Applications that do not contain all materials requested will not be processed. Application materials must be received by 4:00 p.m. on September 29, 2006, the closing date. (Postmarks are NOT ACCEPTED.)

***PLEASE NOTE:***

Applications not received at the location specified above may not be processed.

***FORMS AND MATERIALS REQUIRED:***

A King County District Court application form which can be found on King County District Court's homepage, <http://www.metrokc.gov/kcdc/hr.htm>, resume and letter of interest detailing your background and describing how you meet or exceed the minimum qualifications are required. Please include the names of three (3) professional references in your letter of interest. The application form is available in two formats: Adobe Acrobat <http://www.metrokc.gov/kcdc/jobapp.pdf> or Microsoft Word <http://www.metrokc.gov/kcdc/jobapp.doc>

***DEFINITION:***

In accordance with LARLJ 0.1(g), the Director of Probation Services, under the supervision of the Chief Presiding Judge, has responsibility and authority for the operations of Probation Services as well as the hiring, training, placement, discipline and termination of personnel. This is an at-will, Executive professional management position. The Director serves on the District Court Leadership Team comprised of six other Directors and the Chief Administrative Officer.

***ESSENTIAL FUNCTIONS:***

The Director is responsible for planning and administering a county-wide probation program involving guidance and supervision of misdemeanor and gross misdemeanor offenders in the community, pre-sentence investigations, and related services requested by the courts. Work involves evaluation of departmental activity and community trends for use in short and long-range planning, and liaison with treatment agencies and public relations. . The Director is responsible for maintaining monthly and yearly probation statistical records. The Director is responsible for all program and staff activity and supervises subordinate and supervisory staff. The Director supervises services for the Mental Health Court and Domestic Violence Courts.

- Plans and evaluates program objectives; develops policies, standards, and procedures relating to Probation Services.
- Supervises all employees in Probation Services directly or through intermediate supervisors; reviews and supervises work of subordinate supervisory staff; makes frequent and regular visits to field offices; conducts staff meetings.
- Prepares special and annual progress reports regarding agency operations; maintains control of quality and timing of reports.
- Reviews probation reports periodically to insure compliance with procedures, policies, and quality of work; provides advice and assistance as needed or requested.
- Develops resources for efficient and effective supervision of misdemeanor offenders.
- Makes all staff appointments and directs the training, supervision, and handling of matters affecting the status of all personnel; plans, directs, and conducts orientation and in-service training in conjunction with subordinate supervisory staff.
- Assists in maintaining effective working relationships with correction institutions, courts, law enforcement agencies, various governmental units, and the public through personal contact, community projects and speeches.
- Assist in the maintenance and implementation of technology advancement related to probation services.
- Performs related work as required.

***KNOWLEDGE & ABILITIES:***

- Thorough knowledge of policies, procedures, and regulations, pertaining to probation activities.
- Considerable knowledge of basic principles of program planning, supervision, organization, and administration.
- Considerable knowledge of individual and group behavior applicable to the probation field.
- Considerable knowledge of casework philosophy, methods, and practices.
- Considerable knowledge of the literature, developments, and trends in the field of court social work.
- Knowledge of methods of counseling of probationers with specialized problems, including alcoholism, drug addictions, mental illness, and domestic violence.
- Ability to plan, assign, and coordinate the work of subordinates.
- Ability to develop long-range plans and to evaluate work accomplishments.

- Ability to express ideas and recommendations effectively both orally, and in writing.
- Ability to establish and maintain effective working relations with subordinates, public and private officials, and the public.
- Must be well organized, have good management skills, and be able to work independently under pressure.
- Must be computer literate with Microsoft programs including Word, Excel and Outlook.
- Knowledge of the Judicial Information System (JIS)
- Must be familiar with probation database technology and be knowledgeable with case management systems and applications.

***QUALIFICATIONS:***

Advanced degree required plus five (5) years of progressively responsible full-time work experience providing probation services or in a closely related field.

Special work experience in the diagnosis and treatment of alcoholism, other substance abuse, domestic violence, or mental health may be substituted on a month-to-month basis up to a maximum of one year (12 months).

***OTHER CONDITIONS OF EMPLOYMENT:***

The Director of Probation Services must complete within a reasonable time the Washington State Criminal Justice Training Commission courses on Executive Leadership and Agency Administration.

***REPORTING RESPONSIBILITIES:***

In accordance with LARLJ 0.1(g), the Director of Probation Services, under the supervision of the Chief Presiding Judge, serves at the pleasure of the Executive Committee.

***SALARY & BENEFITS:***

King County District Court Salary Range 73, \$80,531.28 - \$101,122.08 DOQ, full King County Benefits, FLSA Exempt and Executive Leave.